APPOINTMENT SYSTEM
RULES AND REGULATIONS

WINDOWS (ALL TYPES)

HOOT SHIFT		
Window	**Start**	**End**
First	0300	0500
Second	0500	0700

- *Hoot Shift Appointments will NOT carry over into the day shift.* If you have an 0500 to 0700 window and you fail to reach the pedestal by 0700 you will be turned and your appointment will be canceled. There will be no exceptions to this policy as we transition to dayside labor.

DAY SHIFT		
Window	**Start**	**End**
No Hoot	0700	0800
First	0800	0900
Second	0900	1000
Third	1000	1100
Forth	1300	1400
Fifth	1400	1500

- All appointments will be set in 1 hr increments with a 1 hr grace period given following the appointment window
    - Example: 0900 – 1000 appointment window will be given a 1hr grace period from 1000 to 1100
    - Exception: You will see an import timeslot of 0700 to 0900. We will use the time of 0700 to 0800 period to stage the yard and then begin servicing the trucks at 0800. The grace period will be from 0900-1000. This is no longer used
    - *Adherence to the appointment windows will be strictly enforced.* If you cannot arrive within your appointment window then we ask you to cancel your appointment and reschedule. This will allow others to utilize your appointment time slot.

IMPORTS

- All Imports in the RTG runs and Peel Piles will require an appointment
- All import reefers require an appointment
- Peel Pile requests and appointments can be made by contacting HuskyPeelPile@huskyterminal.net
- Same day appointments will be allowed for imports if there is an appointment available.
- *Exceptions:* Imports on Wheels DO NOT require an appointment

EXPORTS

- All Exports will require an appointment

- Dispatchers will be able to make export drop appointments up to 7 days in advance once the export receiving schedule is published and up to the end of the appointment slot window
- Same day appointments will be allowed for exports as long as there is an appointment available
- Dummy empty numbers can be used to hold the appointment, however a verified container will need to be entered prior to arrival. If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window
- Seals are required for exports. If your export does not require a seal, type in "N/A" into the seal field. *If you use a dummy seal number then it must be updated prior to your appointment window.*

EMPTY PICK UP

- Effective 7/20 – Empty pick up's will require an appointment

EMPTY DELIVERY

- ALL empty deliveries will require an appointment
- **Dual Transactions** – If you have an existing Import appointment, you will be able to add an Empty drop appointment to your visit, regardless of available empty slots.
    - Empty appointments attached to a DUAL transaction are not capped each day.
- **SINGLE Empty Transactions** will be limited to a set amount each day
    - Single empty appointments are released between 1130 -1200 each day for the following day
    - Additional single appointments will be made available each morning based on fluidity in the yard and overall appointment usage
    - Same day appointments will be allowed for single empty transactions as long as there is an appointment available
    - Dummy empty numbers can be used to hold the appointment. However, a verified container will need to be entered prior to arrival If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window

- **Specialty Equipment (Empty Reefers, Flat racks, Open Tops…etc.)**
    - Appointments will be required
    - When making the appointment, please use the below table for entering the proper ISO code so the system recognizes it is specialty equipment
    - Dummy equipment numbers can be used to hold the appointment. However, a verified number will need to be entered prior to arrival If you no longer need the appointment, cancel your dummy appointment at least 1 hour prior to the appointment window

ISO	Type	Length	Height
20FH	Flatrack	20'	9'6"
20FR	Flatrack	20'	8'6"
20OH	Open Top	20'	9'6"
20OT	Open Top	20'	8'6"
20RF	Reefer	20'	8'6"
20RH	Reefer	20'	9'6"
40FH	Flatrack	40'	9'6"
40FR	Flatrack	40'	8'6"
40OH	Open Top	40'	9'6"
40OT	Open Top	40'	8'6"
40RF	Reefer	40'	8'6"
40RH	Reefer	40'	9'6"

NOTE: *If you make an empty appointment and are not going to utilize it then you must cancel it in the system to allow others an opportunity to utilize the appointment slot. Failure to do so is strictly forbidden.*

- The rules and monitoring program for empties will continue to be evaluated with adjustments made as needed, including the frequency of appointment cancelations and additional slots

GENERAL RULES

- Truckers should not be arriving into F Lot before their appointment window. This prohibits drivers from reaching the pedestals who are within their appointment window. *Any driver found to be parking inside of F Lot will be subject to future penalties.*
- If you are not going to make your appointment then it needs to be canceled immediately. High cancelation volumes or repeated "no-shows" will be monitored and addressed at the individual trucking company level.
- Do not block the entrance to the Scales inside F-Lot. Only proceed to the scales once your appointment window has started. Those found block others from entering during their appointment window will be addressed.

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FOR ISSUES WITH EMODAL PLEASE VISIT https://www.adventemodal.com/emodalsupport.html **OR CALL** (866) 758-3838. **FOR ANY ISSUES WITH THE APPT SYSTEM, PLEASE REACH OUT TO CUSTOMER SUPPORT TEAM AT** CustomerSupport@huskyterminal.net **OR CALL AT** (833) 487-5927. **PLEASE PROVIDE SCREENSHOTS OF THE ISSUES WHERE APPLICABLE. THIS WILL ACCELERATE THE CORRECTION PROCESS.**

Premium Appointment Service (PAS)

Service Overview
The Premium Appointment Service (PAS) provides priority truck appointments for import pickups and export receiving. The terminal schedules each PAS appointment directly with the drayage provider, giving priority clients a preferred gate window, optimized coordination, and faster turn at a flat rate of $225 per container per Schedule H, Section 35.B.4.

Eligibility & Coordination

Import Notification
- Import PAS appointments require notice at least four days before scheduled vessel discharge.
- Early notice allows coordination with carriers and scheduling ahead of discharge congestion.

Export Notification
- Export PAS appointments must be arranged and paid at least 24 hours before the requested appointment.
- Appointments must fall within the vessel receiving window, on or after the Earliest Receiving Date (ERD) and before cargo cutoff.

Drayage Coordination
- The terminal coordinates directly with drayage providers.
- Appointments are scheduled only after drayage information is confirmed, including trucking company, container number, dual transaction details, and booking number for exports.
- Payment must be received before any appointment is scheduled.

Terminal-Scheduled Appointments
- The terminal schedules all PAS appointments on behalf of the drayage provider.
- No self-booking through eModal for PAS containers.

Service Features

Feature	Description
Priority Scheduling	Preferred appointment window, confirmed by the terminal.
Dual Transaction Eligible	PAS appointments may be scheduled as dual transactions.
PAS Fee	$225 per container per Schedule H, Section 35.B.4.
Import Availability	Import appointments are based on projected container availability at discharge.
Export Receiving	Export appointments are scheduled within the vessel receiving window between ERD and cutoff.

Booking Process

Imports

1. Client or dray notifies the terminal at least four days before scheduled vessel discharge with the vessel and voyage, container number(s), dray company and contact, and requested appointment date and time.
2. Terminal confirms the discharge schedule and container availability, coordinates with yard operations and the dray partner, and assigns the appointment slot(s). Confirmation follows receipt of the vessel's EDI manifest.
3. Terminal sends appointment details to the dray and confirms the $225 PAS fee. The fee is invoiced per Schedule H, Section 9.1.

Exports

1. Client or dray notifies the terminal at least 24 hours before the requested appointment with vessel and voyage, booking number, container number(s), dray company and contact, requested appointment date and time, and hazardous or reefer details if applicable.
2. Terminal confirms the booking is open, the appointment falls within the receiving window, and hazardous documentation is complete.
3. Payment of the $225 PAS fee must be received at least 24 hours before the requested appointment time. No appointment is scheduled or confirmed until payment is received.
4. Terminal sends appointment confirmation to the dray.

Limitations & Conditions

All PAS Appointments

- PAS appointments are available during published gate hours only.
- PAS does not extend free time or waive storage, early or late gate, or other Schedule H charges.
- Containers refused at the gate under Schedule H, Section 4.5.D forfeit the PAS fee.

Imports

- Cancellations must be made at least 24 hours before the appointment to avoid loss of $225 PAS fee.
- PAS is only available for containers on selected vessels pre-approved by terminal operations.
- All appointments are subject to container availability at time of pickup.

Exports

- The PAS fee is non-refundable once paid.

Benefits to Customers

- Avoid congestion during peak hours
- Ensure timely pickup and delivery
- Seamless coordination between terminal and trucking